

For MCC, General description of catered food expectations to be followed in preparing Asian Meals

2014 SPECIFICATIONS
FOR
WEEKDAY CATERED MEALS
Senior Meal Program

1. **GENERAL**

- 1.1 This specification is intended to cover the delivery of meals to congregate sites for the Title III-C Senior Meal Program in Milwaukee County.
- 1.2 The County reserves the right to award by site or in aggregate.
- 1.3 All meals must be delivered between **9:15 a.m.** and **10:50 a.m.** Monday through Friday, excluding most holidays. **With permission, some sites may be delivered to at 9:00 a.m.**
- 1.4 Caterer must be licensed with the Health Department of the City of Milwaukee and/or suburban municipalities or with the State of Wisconsin Department of Health and Family Services Division of Health. Caterer must operate in a facility that they own or have a contract with the owner to lease the facility or commercial kitchen and it's equipment. A copy of this contract, lease or proof of ownership must be provided to show that the caterer can provide meals for the Senior Meal Program for the length of the time required.
- 1.5 Caterer must have sufficient commercial/institutional National Sanitation Foundation (NSF) approved equipment, such as freezers, coolers, ovens, steam kettles, transport equipment such as Vollraths, Cambros etc., along with trucks; and experienced, trained food service personnel to support the number of meals which would be served. Milwaukee County's determination of "sufficient" equipment and "experienced" personnel shall be final.
- 1.6 Your bid is to be submitted to include food, services, and all supplies (disposable and non-disposable) as detailed in Sections 7, 8, and 9 as part of the meal cost.
- 1.7 If a bidder intends to assign or subcontract any or all portions of his/her award that must be declared within the bid. A successful vendor may not assign or subcontract any or all portions of an award without prior and expressed approval by Milwaukee County Department on Aging and Department of Administration-Procurement Division.

- 1.8 Caterers submitting bids for catered meals in 2013 to Senior Meal Program sites **must furnish the following to accompany their bids:**
- a. a copy of their current catering license.
 - b. a complete listing of all equipment that would be used including trucks, and carrying equipment that would be available and used in providing meals for the Senior Meal Program.
 - c. a listing of currently employed supervisory, food service and delivery personnel, including their years of experience and training, who would be involved in servicing the Senior Meal Program sites. Also, provide a staffing plan for personnel that would need to be hired to provide meals for the Senior Meal Program.
 - d. a copy of a certificate of current insurance coverage.
 - e. a copy of the lease agreement or proof of ownership for the catering facilities used to provide meals for the Senior Meal Program.
 - f. the Meal Cost Analysis and Operator Information Affidavit from pages 28-29.

2. **APPLICABLE DOCUMENTS**

- 2.1 USDA grade certificates
- 2.2 Certificates of Insurance
See Section 13

3. **FOOD SERVICE STANDARDS**

- 3.1 The quality of food prepared is expected to be of such condition as to be pleasing, appetizing, palatable and of such color, texture, size and shape as is appropriate to the food items served.
- a. There must be uniformity and consistency of the food prepared. Standardized recipes and standard methods of preparation **must** be used. This includes all foods with particular emphasis on Hot or cold German Potato Salad, Coleslaw, Carrot Raisin Salad and American Potato Salad.
 - b. **Standardized recipes** such as those found in **West's FOOD FOR FIFTY**, shall be used for uniformity and consistency.

- 3.2 Meals served in the Senior Meal Program **must be healthful, and nutritious, conforming to federal standards required**, and the following **must be adhered to**:
- a. **no salt** is to be added when cooking
 - b. **only “low sodium”** products are to be used for the preparations of gravies, sauces, soups, etc.
 - c. only use frozen entrees which have **reduced sodium content**
 - d. **no deep fat nor fried foods** may be used
 - e. **no** foods prepared **with coconut oil, lard, or other animal fat** may be used
 - f. **all grease/fat** which accumulates as a result of the preparation of meat, poultry, etc. **must be removed** prior to the addition and/or preparation of any sauces or gravies
 - g. **all visible fat/grease must be removed** from meat, poultry, etc. before it is cooked
 - h. **all visible fat/grease must be drained** after food preparation
 - i. **minimum amounts of fats** are to be used preparation.
- 3.3 Hot foods must be delivered at temperatures of not less than **140° F** and cold foods at no more than **41° F**. Food not meeting the required temperatures will be rejected. It will be the caterer’s responsibility to replace the rejected food. The unacceptable food is to be removed by the caterer immediately **after** the replacement has been delivered.
- 3.4 Food must be delivered in 4 in. deep pans with tight fitting covers. Soup must be delivered in insulated Cambros that can be ladled from. Food not required to be served hot or cold must be delivered in such a manner as to be received, and be able to be served, in a palatable, sanitary condition. All food must be prepared, stored and delivered to site location in such a sanitary manner that at issuance it will not be or become contaminated.
- 3.5 Food not meeting the standards detailed within the 2010 Specifications for Catered Meals will be rejected. The unacceptable food is to be removed by the caterer **after** the replacement has been made.
- 3.6 It is the caterer’s responsibility to replace rejected food at or before **11:45 a.m.** As meals are normally served at **11:30 a.m.**, we cannot expect diners to wait more than **15 minutes beyond the normal serving time**. Failure to do so will result in deductions being made from the bill.

- 3.7 In the event a caterer is unable to replace rejected meals/food in the designated time frame, the stipulations of Section 19 and 20 shall apply.

4. FOOD SERVICE REQUIREMENTS

- 4.1 It will be the caterer's responsibility to prepare food in accordance with the menu specifications herein. The menu will change monthly and will be supplied Monthly by the Director of Milwaukee County's Senior Meal Program.
- 4.2 It will be the caterer's responsibility to deliver the food according to an established delivery schedule as determined by the subcontracting agencies and the Milwaukee County's Senior Meal Program Director and during the times specified in Section 1.3.
- 4.3 It will be the caterer's responsibility to provide regularly scheduled ongoing training for food service workers involved with the Senior Meal Program. A training log, signed by the Food Service Workers, is to be maintained by the caterer.
- 4.4 It will be the caterer's responsibility to provide adequate supplies for a minimum of one week of meal service to be maintained at each site. Caterer is to provide all disposables and non-disposables, e.g. trays, cups, knives, forks, spoons, bowls, as specified in Section 8 and 9:
Disposables, to be single service only, not reusable, dispensed and handled according to manufacturer's directions.
- 4.5 **It will be the caterer's responsibility to supply to each site, institutional food service utensils and supplies, to include : 2 large Serving Spoons,
1 large Slotted Serving Spoon, 1 Cake Spatula, 1 Pie Spatula,
2 Tongs, 1 Slotted Spoodle (4 oz), 2 Spoodles (4oz),
2 #8 Scoops, 3 #16 scoops, 1 Knife, 3 Ladles (1oz, 4oz, 6oz),
1 Colander/Strainer, Coffee Pourers/Carafes, based on site size, 1-50 or 100 cup Coffee Perclator, 2 Oven Mitts, 2 Hot Pads, and 3-6 Bakers Trays.**
- 4.6 It will be the caterer's responsibility to furnish, on a daily basis, clean and sanitized serving trays and plates meeting the specifications in Section 8. These must be delivered daily in sealed plastic bags. Each day, at the end of serving, trays and plates will be emptied of refuse, stacked, and bagged. They will be returned unwashed. It will be the caterer's responsibility to wash and sanitize trays and plates.

Styrofoam trays, as specified in Section 9.1 must be furnished to each site to be used only as an “**emergency**” backup.

- 4.7 It will be the caterer’s responsibility to supply to each site disposable plastic gloves, plastic aprons, hair nets, paper caps and other supplies, as needed, **as specified in Section 9**. Supplies are to be factored into the regular meal price. Supplies will be maintained at each meal site in secured storage and replaced by the caterer as needed. A weekly ordering system will be established by the site supervisor.
- 4.8 It will be the caterer’s responsibility to sanitize trays, plates, containers, pans, lids, carrying equipment, etc. prior to each use in the Senior Meal Program. The caterer is responsible to pick up these items from the meal site after serving is complete

5. OTHER

- 5.1 The meals will be served by others, not the caterer.
- 5.2 It is expected that each site location will have facilities to serve the food and keep it hot or cold. In those isolated instances where there may be a lack of appropriate site equipment, it will be the caterer’s responsibility to leave hot and cold carrying units at the site until the meal has been served.
- 5.3 Serving trays, plates, containers, and pans will be returned to the caterer unwashed.
- 5.4 The caterer shall furnish such service to ensure that all equipment is kept clean and sanitary throughout, in accordance with the rules and regulations of the City of Milwaukee Health Department or other regulatory agencies. The caterer must keep in effect all necessary licenses, permits, and food handling cards as are required by law.
- 5.5 Site closings will occur from time to time. Advance notice will be provided to caterers. In the event of an emergency closing, caterers will be compensated for any undeliverable food that has already been prepared and cannot be used for the Senior Meal Program. Caterers will be called by the SMP Director and asked to 1) freeze individual meals that could be used for the Home Delivered Meal Program or 2) alter the menus for the following day(s) to utilize the food that otherwise would have been undeliverable.

6. SPECIFICATIONS – FOOD

6.1 **Meat** – use IMPS; all federally graded; grading certificates to be supplied upon demand. All meat is to be trimmed of fat prior to use.

a. **Beef**

1. Beef Patties
Prepared from IMPS #136, free of bones, cartilage, and all exposed lymph tissue; **fat content not to exceed 15%.**
2. Beef Stew
Boneless Beef Round, U. S. Choice, Item #163, three-way boneless, 1/4" thick fat thickness – maximum
3. Corned Beef Round
IMPS #606, selection #2, Style A, Range 2, U. S. Choice
4. Cube Steak
IMPS #1101. Knitting of two or more pieces is not permissible
7. Hungarian Goulash
Same as meat for Beef Stew
8. Meatballs
Same as meat for Beef Patties
9. Roast Beef
IMPS #1168 – inside Round Beef Roast, Boneless U. S. Choice, weighing 8 – 10 lbs., diameter 4" – 5"; uniform shape, fat cover not to exceed 1/8" – 1/4"
10. Salisbury Steak
Same as Beef Patties
11. Swiss Steak
IMPS #1102, free of heavy connective tissue, bones, cartilages, and lymph glands; mechanically tenderized once; surface and seam fat not to exceed 1/4"
12. Tenderloin Tips
 - a. Beef Stroganoff, U. S. Choice, flash frozen, not more than 10% fat content, 10# box

or

- b. Beef Tenderloin Tips, U. S. Choice, cut from select tenderloin tails and pieces, flash frozen, not more than 5% fat content, 10# box

b. **Pork**

1. Ham
Oval shaped, natural ham; fully-cooked; cured; light natural smoke flavor; 90-95% lean; no more than 10% water added; packed in Cry-O-Vac.

2. Boneless Pork Loin
Pork Loin, boned and tied, IMPS #413A, selection No. 1, weight range 10 – 12#, average surface fat thickness
3. Boneless Pork Loin Chops
Boneless Pork Loin Chops, One muscle, this item is prepared from #412 B or 412 E. This item shall be practically free of fat and sliced at the thickness and/or portion weight specified by the caterer.
4. Pork Cutlet
U. S. #1, IMPS #1400 Pork Filet, cubed once, internal and surface fat not to exceed ¼", 90% lean, no knitting of the pieces

c. **Poultry**

1. Chicken
Fryers, quartered, 3 lbs., federal government inspected, U. S. Grade A, individually fresh frozen, with backstrip and tail intact, with or without giblets and necks wrapped separately.
2. Chicken Breast
Boneless, skinless, government inspected, U. S. Grade A, individually fresh frozen
3. Chicken Thigh
Boneless, skinless, federally inspected, U. S. Grade A, individually fresh frozen
4. Turkey
U. S. Grade A, fully-roasted or raw, skinless, solid muscle, 100% natural all breast meat with no filler, natural shape, packed in Cry-O-Vac or foil
5. Pulled Turkey and Pulled Chicken
Natural proportion, 60/40 white to dark meat; cooked, pulled from bone

d. **Miscellaneous Meats**

1. Bratwurst
Precooked Klements, Usinger or Johnsonville, 4/1
 2. Chop Suey
Beef – Boneless Beef Chuck, Range A, U. S. Choice, square cut, IMPS #115 or IMPS #163, Range A, U. S. Choice
- or**
- Beef – Boneless Beef Round, U. S. Choice, IMPS #163, three-way boneless, ¼" fat thickness – maximum

or

Pork – Pork Cubes, U. S. #1, IMPS II #435, Diced Pork, free of bones, cartilage, skin, heavy connective tissue, etc., from any portion of the carcass which yields product that meets the end-item requirements, excluding shank meat and jowl; external and seam fat shall not exceed ¼” at any point

3. Italian Sausage

Fresh Klements, Sheboygan or Johnsonville, 4/1

4. Polish Sausage

Smoked cooked link sausage, Item #813, Klements, Sheboygan, or Usinger

5. Ring Bologna

Smoked cooked sausage, Item #801, Klements, Ring Style

6. Wieners

All beef or all Turkey according to menu– 4/1 skinless

e. Miscellaneous Other

1. Eggs

U.S. Grade A, Large; date eggs were candled shall be legibly stamped on carton sealing strip; must be received within three days of candling date on sealing strip

2. Fish Fillet

Cod, regular, skinless, boneless fillet, U. S. Grade A, fancy no breading

or

Flounder or Fillet of Sole, skinless, U. S. Grade A, fancy, no breading

or

Frozen Fish Item U. S. Grade A, no breading

or

Haddock, fillets, skinless, U. S. Grade A, fancy, no breading

or

Salmon, fillets, US Grade A, no breading

3. Deli Cuts

Roast Beef, Ham, Turkey, Chicken USDA inspected, Shaved or thinly sliced Deli meats

Cheeses - Sliced American, Cheddar, Colby, Swiss, etc.

4. BBQ Beef or Pork - to be Ground or Shredded as indicated on the menu. 100% meat product, not to exceed 15% fat content.

6.2 Frozen Prepared Entrees – All Frozen Foods, U. S. Grade A.

- a. Lasagna
- b. Macaroni and Cheese
- c. Meat Loaf
- d. Meatballs
- e. Stuffed Cabbage
- f. Stuffed Peppers
- g. Vegetarian Lasagna
- h. Enchilada Casserole

Meatloaf, Meatballs, Stuffed Cabbage and Stuffed Peppers are to contain a minimum of 3 oz cooked meat, exclusive of any fillers such as soy, rice, bread crumbs, etc. Calories from fat may not exceed 30% and sodium content should not exceed 33% Daily Value per serving. In the past Stouffers has been the standard for this program, however, comparable products may be used with approval from the Senior Meal Program Director.

6.3 Juices for Congregate Sites - Individual sealed 4 oz containers

- a. Single strength (100% juice) vegetable or fruit such as apple, grape, grapefruit, grapefruit orange, orange, orange pineapple, pineapple, prune, punch and tomato. If milk is not consumed, calcium fortified juice should be provided daily.

6.4 Vegetables – with the exception of those vegetables listed below under Canned Vegetables," all vegetables served must be frozen or fresh.

- a. Fresh Vegetables are to be US No.1 Grade
- b. Broccoli
- c. Cabbage, green
- d. Cabbage red

- e. Carrots, tender, sweet
- f. Cauliflower
- g. Celery, pascal
- h. Cherry Tomatoes
- i. Cucumbers
- j. Lettuce; iceberg, romaine, spring mix
- k. Onions, dry, yellow
- l. Onions, sweet Bermuda
- m. Onions, red
- n. Peppers, green, yellow and or red bell
- o. Potatoes, See below
- p. Radishes
- q. Squash, acorn or zucchini
- r. Tomatoes, light red to red

Canned Vegetables

Beans, Boston Baked, Refried, Chili or Red Kidney, Fancy
 Beets, diced, fancy
 Beets, sliced or whole, small, fancy
 Corn, golden, cream style, Fancy
 Cabbage, red, fancy
 Mushrooms, sliced
 Pumpkin, Fancy
 Sauerkraut, shredded, Fancy
 Tomatoes, stewed, Premier

Frozen Vegetables – All are U. S. Grade A, fancy

Asparagus, green, cuts and tips
 Beans, green or wax , cut, whole or French cut
 Beans, lima, medium
 Broccoli, flowers and cuts
 Carrots, diced, 3/8", sweet, young
 Carrots, sliced, sweet, young
 Carrots, small, whole, baby
 Cauliflower
 Corn, whole kernel
 Greens, Turnip, Collard or Mustard, Fancy
 Mixed Vegetables (**may not contain potatoes**)
 Peas
 Spinach, whole
 Squash

Potatoes

1. U.S. Grade A, **fresh**, washed, whole, peeled, “B’s”, 1-1/2” to 2-1/2” diameter, packed in sealed, clear plastic, 30 lb case
2. U. S. Grade A, **fresh**, peeled, washed, extra clean slices, cross-cutting, Idaho or Russet tubers, cross-cut section 1-1/2” x 2-1/4”; no off odors nor flavors, and no sulfites
3. U. S. Grade A, **fresh**, peeled, washed, extra clean diced, cross-cutting, Idaho or russet tubers, 1/2” cut, no off odors nor flavors, no sulfites
4. U. S. Grade A, **fresh**, whole, Idaho /Russet tubers, 100 ct
5. U. S. Grade A, **fresh**, frozen hash brown, 5”x3” x 1-1/2” shoestring type pieces, no off odors or flavors, no sulfites
6. Instant mashed, with milk solids, **Vitamin C fortified**
7. Sweet or Yams, whole, U. S. Grade A, peeled, average length of pieces 4”-5”, diameter 2”, solid or water pack or fresh

6.5

Fruit

- a. Fresh Fruit – Graded as indicated
- Apple, eating, Type as indicated on menu, 2-1/2” minimum diameter to 3-1/4” maximum diameter, 80’s – 114’s, Grade Fancy
- Banana, Green Tip, 6” – 7”, U. S. fancy or #1
- Cantaloupe, U. S. Grade #1
- Grapes, green or red, seedless, US fancy
- Honeydew melon, US Grade # 1
- Nectarine, Size 72 count, U. S. fancy
- Orange, Size 113, U. S. Grade #1, California Valencia or Navels,
- Peach, Freestone, U. S. Grade Extra #1, 72 count
- Pears, Bartlett, Size 72 count, U. S. Grade #1
- Plums, Eldorado Size, U.S. fancy
- Strawberries; in season
- Tangerines or Tangelos, U.S. fancy
- Watermelon, each, long or round

b.

Canned Fruit – All U. S. Graded as indicated.

Applesauce, sweetened, fancy or choice

Applesauce, unsweetened, fancy or choice

Apricots, halves, in light syrup, fancy or choice

Fruit Cocktail, juice packed, fancy or choice

Peach halves, yellow cling, juice packed, fancy or choice

Peach slices, yellow cling, juice packed, fancy or choice

Pear halves, Bartlett, juice packed 40-50 count, fancy or choice

Pear slices, juice packed, fancy or choice

Pineapple chunks, Hawaiian, packed in juice, 9/16” wide, 1-1/2” long, 1/2” thick, fancy or choice

Pineapple tidbits, Hawaiian, packed in juice, fancy or choice

6.6 **Pastas and Rice**

- a. Egg Noodles – enriched wide medium or fine, definitions and standards for Food Title 21, Part 16, Alimentary Pastas 16.6
- b. Macaroni – elbow, alphabet, twists, small shell or lasagna, MC-CPD, Spec. 16.40
- c. Spaghetti-elbow or long, 15-18” long, MC-CPD Spec.16.40
- d. Rice – U. S. No. 1, medium grain, milled, par-boiled and enriched.
- e. Rice – Brown , medium grain

6.7 **Pie** – Chef Pierre or approved equal by Senior Meal Program.

6.8 **Coffee-** Roasted coffee shall be produced from green coffee of the following description and blend:

20% Santos, grading 3’s or 4’s, Bourbon, medium to good bean shape, strictly soft, solid bean, good greenish color and good cup quality. 40% Columbian of usual good cup quality; may be Excelsos of the following growths: Medellin, Armenia, Sevilla, Manizales, Goradot 40% high grown washed Central American coffee from Salvador, Costa Rica, Guatemala, or Genuine Coatepecs of Mexico. It is to be 100% pure coffee, medium ground, American or Medium Roast, **both regular and/or decaffeinated may be ordered depending on site.**

7.9 **Margarine** – Good grade product, sweet, fresh, clean, with firm and uniform body; fortified; with liquid corn oil as leading fat. **Smart Balance Small sealed containers.**

7.10 **Salad Dressing, Tartar Sauce, Condiments;** individual packets preferred however, bulk acceptable with approval

7.11 **Ice Cream, Sherbet, Frozen Yogurt, Ice Cream Sundaes; 4 oz sealed container**

6 SPECIFICATIONS – NON-DISPOSABLES

8.1 **Trays-TRAEX-** Fast Food Tray (1216)- 12 1/8" x 17 3/16" - Teal (33)

8.2 **Plates-** GET Enterprises- SUPERMEL (DP-510) - 10 1/4" -White (W)

7 SPECIFICATIONS – DISPOSABLES **No substitutions**

- 9.1** **Trays** – Keys, Fibre 9 x 12, 6-compartment, lunch tray, Code No. 22020, Code Name: Level, Color: Ivory.
- 9.2** **Utensils** – Clear Shield-Regal Brand; medium weight, polypropylene 6 inch cutlery: forks, knives, spoons. (black would be preferred if affordable)
- 9.3** **Cups**
- a. Styrofoam Cups
1. 6 oz., with lids
2. 8 oz., squat cups, with lids;
3. 5 oz clear squat container with lid for desserts
- 9.4** **Carry-Out Containers** – foam- three compartment container **with lid**
- 9.5** **Arm & Hammer Oven Cleaner** or equivalent
- 9.6** **Bleach**
- 9.7** **Detergent**
- 9.8** **Disposable Dish Cloths**, comparable to Handiwipes.
- 9.9** **Food Stuffs: Single servings**, individually wrapped **sugar, sugar substitute, salt, pepper, nondairy creamer** formulated without tropical oils.
- 9.10** **Garbage Can Liners**, plastic, large, medium weight minimum.
- 9.11** **Plastic Bags**, sandwich size.
- 9.12** **Hairnets**, Nylon – Cellucap/Franklin: disposable Koronet style
- 9.13** **Lunch Bags, Brown #8**
- 9.14** **Paper Napkins**
- 9.15** **Paper Towels**
- 9.16** **Plastic Aprons**, “28” x “46”, Embossed white, heavy weight, USDA approved for food handling; 100 aprons/box
- 9.17** Plastic Gloves in small, medium and large: USDA approved for food handling
- 9.18** 6” Dessert plates, white or black foam
- 9.19** Scouring Powder
- 9.20** Scouring Pads
- 9.21** Straws, individually wrapped, on as needed basis
- 9.22** Sterno, if applicable to site
- 9.23** Stirrers, for coffee, if needed

8 **MENU**

- 10.1 The Senior Meal Program Director will prepare a menu that will cover a one month period. The menu must be adhered to as detailed in this specification as to grade, portion, quality and all other stipulations. Menu planning meetings will be conducted with caterers and brokers as a means of identifying products that are cost effective, meet standards, and are acceptable to the both diners and caterers. Since an Asian menu is used at the MCC, this menu must be submitted to the Senior Meal Program Director in advance of execution so that it can be approved in meeting the Meal Pattern Standards in accordance with the Older American Act. MCC is responsible for writing this menu, not the Senior Meal Program Director.
- 10.2 Emergency menu substitutions must be approved in advance by the Senior Meal Program Director or appointee.
- 10.3 All meals prepared must provide a minimum of one-third of the recommended dietary equivalents as established by the Food and Meal Board of the National Academy of Sciences
- 10.4 All meals must be prepared in accordance with the menu guidelines and meals standards developed by MCDA, as detailed within this specification.
- 10.5 Stipulations as to portion, size and other requirements of the food served to the older adult participants during the course of this contract are to meet the following minimum requirements on a daily basis:
- a. Meat or meat alternate group:
Three ounces (exclusive of fat, bone or gravy), cooked, edible portion of meat, fish, poultry, luncheon meats, eggs or cheese.
 - b. Vegetables and fruit group:
 - 1. Two 4 oz. (drained) edible portion servings
 - 2. Only full strength vegetable and fruit juices, 4 oz. portion.NOTE: If fruit is used for dessert, it will not be counted as one of required servings.
 - c. Bread or bread alternate group: One serving enriched or whole grained bread, biscuits, muffins, rolls, sandwich buns, cornbread.
 - d. Fortified corn oil margarine – one teaspoon smart balance
 - e. Dessert: One serving. Will include such items as fruit (edible portion), pudding, cake, pie, gelatin desserts, cookies, brownies, frozen yogurt, ice cream, ice cream sundaes and sherbet.
 - f. Milk group: One-half pint (8 oz.) individual cartons/containers of fortified two percent (2%) milk, white and chocolate skim milk. Occasionally other flavored milks such as strawberry may be offered.
 - g. Coffee
 - h. Misc: The Senior Meal Program Director may add additional foods to a meal to provide additional meal or consumer satisfaction.
 - i. **Bag lunches** may occasionally be ordered for a site; advance notice will be provided. The menu must include all of the same items in Section 10.5, plus another slice of bread for a sandwich. Coffee is excluded from bag lunches.

10.6 Samples of menus can be found at the back of this document.
The following menu generalizations must be noted:

- a. A choice of another entrée may be offered for selected entrée items that include the following:

MAIN ENTRÉE

Chicken Breast/Wing
Fish (any kind)
Pork
Liver

ALTERNATE

Chicken Thigh/Leg
Meat or Vegetarian
Non Pork Entrée
Non Liver Entree

- b. If a site does not have a minimum of ten (10) reservations for the alternative choice, the main entrée item will be served.
- c. Fish may be served once in a 4-6 week period with the following exception: Fish or other non-meat meals may be served on Ash Wednesday and every Friday throughout the Lenten period.
- d. Entrees such as Veal, Vegetarian Lasagna, Meat Lasagna, Stuffed Cabbage, Stuffed Peppers, Short Ribs, Beef Rouladen, Corned Beef, and Fish would be served only one day during the week.
- e. Pork entrees like Roast, Cutlets, or Ham would be served one day during the week.
- f. Chicken Breast/Wing and Chicken Thigh/Leg, Boneless Chicken Breast, Boneless Chicken Thigh or Turkey would be served one day during the week.
- g. Ground Beef entrées, such as Meatballs, Salsibury Steak or Patties would be served one day during the week.
- h. Another Beef entrée (not ground), such as Beef Stew, Tenderloin Tips, Sliced Roast Beef, Swiss Steak, Liver, or Cube Steak would be served one day during the week.
- i. Generally, Sausages, such as Bratwurst, Polish Sausage, Italian Sausage, Frankfurters or Ring Bologna will be served once in a 4-6 week period.
- j. Pie will be served once per month. Birthday/Anniversary Cake will be served every fourth Friday of each month. Brownies, Fruit Bars, Fruit/Coffee Cakes, or Cupcakes will be served about two to three times per month.
- k. Fresh seasonal fruits, canned fruits packed in juice, sherbet, ice creams, frozen yogurts, cookies, puddings, and jello desserts will be featured most frequently as the desserts.
- l. 2% and skim white and chocolate milk will be offered on a reservation basis daily.
- m. Sites will have a choice of regular and/or decaffeinated coffee.
- n. For Chicken, the choice of the breast/wing portion or thigh/leg portion will be offered at all nutrition sites (on reservation basis).

- o. When a sugar-dense dessert item is on the menu, an alternative dessert will be offered, such as fresh fruit, sugar-free jello, sugar free puddings, or other sugar free desserts (on a reservation basis).
- p. Soup will be served once a week during December, January, February, March, and April, or other times as deemed appropriate by the Senior Meal Program Director. Caterers are paid extra for soup and crackers.
- q. Breads like split top, whole wheat, ryes, and whole grains will be served four days per week and dinner rolls will be served one day per week. Muffins or biscuits would be served about once or twice a month.
- r. When rice, noodles or stuffing are on the menu instead of potatoes, attention should be placed on serving Vitamin C rich fruit, juice or vegetable. Also, a slice of bread will still be on the menu. This type of menu may be offered typically once or twice per week, and should be factored into the regular meal price. (this is subject to change once additional info is obtained from other counties)
- s. An extra entrée portion is to be delivered with the order to each site for quality sampling, temperature testing and weighing purposes. This is to be considered a quality control food supply provided by the caterer and factored into the regular meal price.

10.7 Portions – The portion sizes of entrees and other items served must meet the following minimum weight and specification requirements. If new items are added to the menus, the SMP will forward the descriptions and portion sizes to the caterer.

<u>ITEM</u>	<u>PORTION SIZE (oz.'s refer to weights unless otherwise noted.)</u>
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Apple Crisp (or Other Fruit)	Minimum 4oz.
Baked Fish, exclusive of sauce	Minimum 3oz.
Beef Burgundy, to include 3 oz. plus onions, mushrooms and gravy	Minimum 5oz.

Beef Stew, to include 3 oz. meat plus onions, carrots, celery, peas, mushrooms and gravy (no potatoes)	Minimum 8 oz.
Beef Stroganoff, Regular or Ground Beef	Minimum 5 oz.
Biscuits, Baking Powder	2 oz

Bread, Split Top, Whole Wheat Ryes, Whole Grains (Not Lite)	Standard Slice ½ in. thick
Brownies, no nuts	Minimum 2 1/2 x 2 1/2 in.
Carrot/Raisin Salad, Coleslaw, Pickled Beet Salad, Potato Salad and Three Bean Salad	Minimum 4 oz.
Chicken, one quarter: Leg/Thigh and Breast/Wing	Minimum 6 oz.
Chicken Breast, boneless, skinless	Minimum 3 oz.
Chicken Thigh, boneless, skinless	Minimum 3 oz.
Cheese Manicotti to include 3 oz. of cheese plus noodles and tomato sauce	Minimum 8 oz.
Chicken Macaroni Salad to include 3 oz. chicken plus 4 oz. macaroni, celery, onion plus dressing	Minimum 8 oz.
Chicken Paprikash, one quarter: to include Leg/Thigh or Breast/Wing and sauce	Minimum 6 oz. plus 2oz. sauce
Chicken or Turkey Casserole to include 3 oz. meat plus mushrooms, onions, sauce, and 4oz. noodles.	Minimum 8 oz.
Chocolate Mousse	Minimum 4 oz.
Chop Suey to include 3 oz. Beef or Pork plus vegetables and gravy	Minimum 8 oz.
Chow Mein to include either 3 oz. chicken, turkey or 3 oz. cubed pork plus vegetables and gravy	Minimum 8 oz.
Cookies	1-1.5oz
Coffee Cake	Minimum 2 ½ x 2 1/2 in.
Cottage Cheese (as salad)	Minimum 2 oz.
Cranberry Sauce	Minimum 2 oz.
Cube Steak, Ham, Hamburger Steak, Liver, Meat Loaf, Sliced Roast Beef, Roast Pork, Salisbury Steak, Sausages, Sliced Turkey, Swiss Steak, Veal Patty, Deli Cuts, etc.	Minimum 3 oz.
exclusive of any gravy, sauce, glazing or garnishments.	
Dinner rolls, Split Top, Wheat or rye	Minimum 2 in. height and 2 in. diameter top
Fruit Bars, (Apple, Lemon etc.)	Minimum 2 ½ x 2 ½ in.
Fruit, fresh	1 serving, size as specified
Fruit, canned (in own juices)	Minimum 4 oz-exclusive of juice

Fruit, juices (100% fruit and With 80% DV Vit.C or more)	Minimum 4 oz-1/2c. portion
Hamburger Macaroni Casserole or Chili Macaroni Casserole to include 3 oz. ground beef plus carrots, tomatoes and macaroni	Minimum 8 oz.
Hungarian Goulash to include 3 oz. meat, onions and gravy	Minimum 5 oz.
Ice Cream/ Sundaes	4oz Container
Sherbet/Frozen Yogurt	
Jello with Fruit/ Jello Fluff	Minimum 4 oz
Jello with Shredded Vegetables	Minimum 4 oz

1. Lasagna (meat) to include 3 oz. meat and cheese; lasagna noodles and tomato sauce	Minimum 8 oz.
2. Lasagna (vegetarian) to include 3 oz. vegetables and cheese; lasagna noodles, tomato or Mornay Sauce	Minimum 8 oz.
Lettuce or vegetable salad - includes lettuce with shredded carrots, and cabbage and when specified may include Cherry tomatoes, cucumbers, Radishes or other Fresh Veg.	Minimum 2-1/2 oz.
Macaroni and Cheese, if main course	Minimum 1 per serving
if side dish	Minimum 8 oz.
Margarine, Corn Oil, Fortified Milk, 2%, white and choc skim..	Minimum 4 oz.
Meatballs; 3 oz meatballs plus 2 oz sauce	Commercial cup- 1 tsp. 8 oz Carton
Muffins, Corn, Bran, Fruit and Cupcakes	5 oz.
Noodles of any type	Minimum 2 ½ diameter top, and 2 ½ in. height
Pepper Steak to include 3 oz. beef cut into strips, tomatoes, onions, green peppers and gravy	Minimum 4 oz
Pie – 10 in., Precut	Minimum 6 oz.
Potatoes, Mashed and all others	Maximum 8 slices per pie Minimum 4 oz

Puddings, all including 24 hour pudding with fruit	Minimum 4 oz
Quiche	Minimum 6 oz.
Rice	Minimum 4 oz.
Salad Dressings	Commercial Packet 1 oz. or 1 oz. ladled per salad from container at meal site.
Sloppy Joes, BBQ Beef, or Italian Meat Sauce	Minimum 4 oz.
Soup	Minimum 6 oz.
Spaghetti/Noodles w/Italian Sauce	Minimum 4 oz
Sheet Cakes, 16" x 24", exclusive of corners (Angel Food Cake squares)	Maximum 72 cuts per 16" x 24" cake 3in. x 3 in.
Stir Fry to include 3 oz. meat and vegetables and sauce	Minimum 8 oz.
Stuffed Peppers/Cabbage	Minimum 6 oz.
Stuffing or Dressing	Minimum 4 oz
Sweet/Sour Pork, Chicken or Turkey includes 3 oz of meat with green peppers, onions tomato and pineapple chunks	Minimum 6 oz.
Tenderloin Tips to include 3 oz. meat plus onions, mushrooms and gravy	Minimum 6 oz.
Terriyaki to include 3 oz. meat and vegetables and sauce	Minimum 6 oz.
Tetrazinni with Noodles to include 3 oz. meat, 4oz. noodles, sauce, pimienta, mushrooms and onions	Minimum 8 oz.
Tuna Fish Casserole to include 3 oz. tuna, noodles and sauce	Minimum 8 oz.
Tuna Fish Salad to include 3 oz. tuna, celery, onion and dressing	Minimum 4 oz.
Turkey or Chicken ala King to include 3 oz. meat plus mushrooms, pimentos and gravy	Minimum 6 oz.
Turkey Tetrazzini to include 3 oz. turkey, 4 oz. noodles and 1 oz. sauce	Minimum 8 oz.
Veal Parmigan to include 3 oz. veal patty, breading, sauce and cheese	Minimum 6 oz.
Vegetables, All Types Cooked	Minimum 4 oz
Watermelon, Cantaloupe	Minimum 4 oz <u>exclusive of rind</u>

All Casseroles or Stews

Minimum 8 oz.

**that include potatoes,
rice or noodles** as an ingredient.

Examples: Ham, Cheese and Noodles.

Chicken Broccoli, Country Chicken

Pot Pie, Tuna and Noodles Au Gratin,

Hamburger Macaroni or Chili Casserole

- 10.8 On a daily basis, site supervisory personnel at each meal site will evaluate the food provided for compliance with the bid specifications. This evaluation will include temperature, color, texture, product acceptability, portion sizes, weights, etc.
- 10.9 In the event that countable menu items, such as milk, bread, desserts, or margarine are missing, or servings which have been pre-portioned are missing, the caterer's offices will immediately be called to deliver the missing items. Any replacement of shortages must be made on or before 11:45 a.m. Failure to do so may result in automatic deductions of 75¢ for each missing item. Non-countable menu items such as mashed potatoes may not be discovered as missing until serving time, therefore, these may also be considered as shortages that may result in deductions at 75¢ for each .
- 10.10 If the entrée is missing and not replaced by 11:45 a.m., the entire price of meal will be deducted at full contract price. Non countable entrée items such as meat in sauce may not be discovered as missing until serving time, therefore, these would be considered as full meals that need to be deducted even if a call for replacement was not made.
- 10.11 In the event a caterer fails to meet the minimum requirements, such as menu adherence, minimum weights, portion sizes, etc., as detailed within this bid, there will be progressive warnings and penalties assessed as follows:
- a. warning by phone;
 - b. written warning, by letter;
 - c. written warning, by letter, plus a penalty of a minimum deduction of \$1.00 per meal for each meal ordered;
 - d. written warning, by letter, plus a penalty of a minimum deduction of \$1.50 per meal for each meal ordered;
 - e. termination of contract.
- 10.12 In the event that funding for the program is reduced, Milwaukee County Department on Aging reserves the right to renegotiate the 2007

per-meal cost, along with an appropriate modification of the existing menu.

11. INSPECTION

- 11.1 An inspection of the facility and equipment, along with a review of the qualifications of the caterer, who is the apparent low bidder, will be made by Milwaukee County. Milwaukee County's determination shall be final.
- 11.2 The Milwaukee County Department on Aging reserves the right to inspect unannounced, at any time during the length of the contract, the operation of a caterer supplying meals for the Senior Meal Program.
- 11.3 The Health Department of the City of Milwaukee and/or suburban municipalities, along with the State of Wisconsin Division of Health, shall make frequent unannounced inspections of all caterers under contract to the Milwaukee County Department on Aging, and all caterers agree to cooperate with the Health Departments and all other duly authorized inspectors.
- 11.4 If, in the opinion of the Milwaukee County Department on Aging, the caterer fails to conform or comply with the requirements of this specification, the contract will be immediately canceled by written notice.

12. INDEMNITY

The Contractor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expenses including costs and attorney's fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Contractor, or its (their) agents which may arise out of or are connected with the activities covered by this agreement.

Contractor shall indemnify and save COUNTY harmless from any award of damages and costs against COUNTY for any action based on U. S. Patent or Copyright infringement regarding computer programs involved in the performance of the tasks and services covered by this Agreement.

13. INSURANCE

- 13.1 Contractor agrees to evidence and maintain proof of financial responsibility to cover costs as may arise from claims of tort, statutes, and benefits under Worker's Compensation laws and/or vicarious liability arising from employees. Such evidence shall include insurance coverage for Worker's Compensation claims as required by the State of Wisconsin, including Employer's Liability and insurance covering General and Automobile Liability coverage in the following minimum amounts:

<u>Type of Coverage</u>	<u>Minimum Limits</u>
Wisconsin Worker's Compensation	Statutory or Proof of all States Coverage
Employers Liability	\$100,000/\$500,000/\$100,000
United States Longshoreman and Harbor Workers Compensation Act Coverage	If required by law
Commercial General Liability	
Bodily Injury & Property Damage	\$1,000,000 Per Occurrence
(include, Personal Injury, Fire, Legal Contractual & Products/Completed Operations)	\$1,000,000 General Aggregate
Automobile Liability	
Bodily Injury & Property Damage	\$1,000,000 per Accident
All Autos-Owned, non-owned and/or hired	
Uninsured Motorists	Per Wisconsin Requirements

- 13.2 Prior to actual delivery of meals, the successful vendors shall deposit with the Milwaukee County Department on Aging a "Certificate of Insurance" in the amounts indicated above. Failure to deliver said Certificate of Insurance by the date specified in the letter of contract award notification will result in an automatic cancellation of the bid.
- 13.3 **Milwaukee County, as its interests may appear, shall be named as an additional insured for general, automobile, garage keepers legal and environmental impairment liability, and be afforded a thirty (30) day written notice of cancellation or non-renewal. Disclosure must be made of any non-standard or restrictive additional insured endorsement, and any use of non-standard or restrictive additional insured endorsement will not be acceptable. A Certificate indicating the above coverage shall be submitted for review and approval by**

COUNTY for the duration of this agreement.

Coverage shall be placed with insurance company approved by the State of Wisconsin and rated "A" per Best's Key Rating Guide. Additional information as to policy form, retroactive date, discovery provisions and applicable retentions, shall be submitted to COUNTY, if requested, to obtain approval of insurance requirements. Any deviations, including use of purchasing groups, risk retention groups, etc., or requests for waiver from the above requirements shall be submitted in writing to the COUNTY for approval prior to the commencement of activities under this agreement.

- 13.4 It is further required that the Milwaukee County Department on Aging be informed by the insurance companies of any change in the required policy(ies).
- 13.5 Insurance coverage shall be in effect and indicated as such on the Certificate of Insurance for the length of the bid contract.
- 13.6 Failure to provide this coverage and/or maintain it will result in automatic and immediate cancellation of the award.

14. PERSONAL PROPERTY AND GOODS OF VENDOR

- 14.1 Caterer shall agree that all personal property and goods upon the premises shall be at the risk of the caterer only and that the Milwaukee County Department on Aging shall not be liable for any injury or damage thereto or loss or theft thereof.
- 14.2 Unattended service vehicles shall not be left open and, at such times, doors must be locked, engines turned off and ignition keys removed.

15. PAYMENT PROCEDURE

- 15.1 At the time of delivery, the caterer must present a receipt/catering slip that identifies the caterer, the time of delivery, the number of countable food items, pans and supplies delivered, who received the food, and all serving instructions that may be needed, e.g. "Serve Three Meatballs."
- 15.2 All receipts must be made out in duplicate, one copy to be retained by the caterer and one copy to be retained by the Site Supervisor. Site supervisors also complete Daily Activity Reports that are turned in to the Senior Meal Program in order that the SMP can track payable meals delivered, and a duplicate copy is provided to the caterer daily.

- 15.3 **Original monthly invoices** showing the totals of meals per site and the amount due is to be sent to Milwaukee County Courthouse Accounts Payable 901 N. 9th St. Milw., WI 53233.
A copy of the monthly invoice is to be sent to Milwaukee County Department on Aging Senior Meal Program 1220-W. Vliet St. #302 Milw., WI 53205 in order that the totals per site can be verified and adjusted if needed. The MCDA will authorize the approval for the payment after the verification is completed. After the authorization is received, the Milwaukee County Accounts Payable will follow their procedures to release payments to caterers.

16. EXECUTIVE ORDER 7412 – AFFIRMATIVE ACTION POLICY STATES;

The contractor, lessee, purchaser, etc., agrees not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, sex or handicap, which shall include but not be limited to, recruitment or recruitment advertisement, employment, upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, selection for training, including apprenticeship. A violation of this provision shall be sufficient cause for the County to terminate the contract, lease, order, etc.

17. MINORITY BUSINESS

Milwaukee County solicits and encourages minority business enterprises participation with regard to this bid. Minority business enterprises will be afforded full consideration of their responses and will not be subject to discrimination.

18. CANCELLATION

- 18.1 This contract shall be subject to cancellation by either party by giving thirty (30) days written notice.
- 18.2 If the caterer does not comply with the terms and conditions herein, cancellation of the contract/award can be immediate.
- 18.3 If the caterer does not meet and maintain the insurance requirements as specified in Section 11, cancellation of the contract/award will be immediate.
- 18.4 If the caterer violates health and sanitary practices and procedures, cancellation of the contract/award will be immediate.

19. COMPLAINTS

In the event noted complaints are not promptly adjusted or satisfied, it will be interpreted as failure to comply with these specifications and will be cause for cancellation of contract.

20. NOTES

- 20.1 In the event of failure on the part of the caterer to complete delivery in accordance with the requirements of the specifications, the Milwaukee County Department on Aging shall not be held liable for payment and shall have the right to purchase on the open market and at the market price, the number of meals it deems necessary at any delivery point; and the increased cost, if any, for such purchases shall be charged to the caterer.
- 20.2 In cases where caterers expect to be late in delivery of meals or portions of the meals, under the terms of this specification, it is the caterer's responsibility to advise, in advance, the Milwaukee County Department on Aging and subcontractors of the time the sites can expect their meals. The Senior Meal program, in concert with the subcontractors reserve the right to accept or refuse the late delivery.
- 20.3 In cases of lateness of delivery of meals or portions of meals, the Milwaukee County Department on Aging shall have the right to deny payment. In cases of non-delivery of meals which do not substantially meet the specification requirements, payment to the caterer shall be denied.
- 20.4 If the caterer is unable or unwilling to replace the unacceptable food, the Senior Meal Program shall have the authority to withhold all or part of the payment for that portion of the meal. If it is the entrée which is unacceptable and it is not replaced, the entire cost of the meal will be deducted.

OPERATOR INFORMATION AFFIDAVIT

1. Name, address, and telephone number of operating firm:

2. Firm is operated as:

A. **Sole Ownership**

List name and address of owner:

- a. Name:
- b. Address:

B. **Partnership**

List name and address, etc. of each partner:

- 1.
 - a. Name:
 - b. Address:
 - c. Occupation:
 - d. Percentage share of ownership:
- 2.
 - a. Name:
 - b. Address:
 - c. Occupation:
 - d. Percentage share of ownership:
- 3.
 - a. Name:
 - b. Address:
 - c. Occupation:
 - d. Percentage share of ownership:

C. **Corporation**

List name and address of officers:

- 1. President:
- 2. Vice President:
- 3. Secretary:
- 4. Treasurer:

Name and address of principle stockholders:

D. Other (explain):

MEAL COST ANALYSIS

Specify cost of each component to arrive at the **Total Per-Meal Cost**.

- | | | |
|----|------------------------|---------|
| 1. | Food Cost | \$_____ |
| 2. | Labor Cost | \$_____ |
| 3. | Disposable Paper Goods | \$_____ |
| 4. | Supplies | \$_____ |
| 5. | Transportation | \$_____ |
| 6. | Overhead | \$_____ |
| 7. | Total Per-Meal Cost | \$_____ |

Please Note: At the discretion of the Senior Meal Program Director, additional foods for both menu types may be added as menu enhancements. Please specify the cost:

Soup and Crackers _____¢

**Ice Cream-when in addition to
the one regular dessert** _____¢

Milwaukee County Senior Meal Program Sites (not ethnic based)

Site	Address
1. Ascension	1236 S. Layton Blvd., Milw.
2. Arlington Court	1633 Arlington Place
3. Bethany	7265 W. Center St., Wauwatosa
4. Bethesda	2845 W. Fond du Lac Ave., Milw.
5. Beulah Brinton	2555 S. Bay St., Milw.
6. College Court	3334 W. Highland Blvd., Milw.
7. Convent Hill	455 E. Ogden
8. Fernwood Court	6700 W. Appleton Avenue
9. Oasis	2414 W. Mitchell St., Milw.
10. Lapham Park	1901 N. 6th St., Milw.
11. McGovern Park	4500 W. Custer, Milw.
12. Project Focal	811 W. Burleigh St., Milw.
13. Rose Park S.C.	3045 N. ML King Dr., Milw.
14 St. Aloysius	1441 S. 92nd St., West Allis
15. Dolan Community Ctr	4355 W. Bradley Road
16. S. Milw./Grobschmidt	2424 15th Ave., So. Milw1060
17..Warnimont/Kelly S.C.	6100 S. Lake Dr., Cudahy
18.Washington Park S.C.	4420 W. Vliet St., Milw.
19. Wauwatosa/Hart Park	7300 Chestnut Street, Wauwatosa
20. West Allis	7001 W. National Ave., West Allis

- | | |
|-------------------------|-------------------------------|
| 22. West Milwaukee S.C. | 1345 S. 47th St., West Milw. |
| 22. Wilson Park S.C. | 2601 W. Howard Ave., Milw. |
| 23. Franklin | 9229 W. Loomis Road, Franklin |